

**DEPARTMENT OF EDUCATION  
CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM  
JOB OPPORTUNITY  
HEAD COOK  
SUMMER PROGRAM**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE**

**Open To:** The Public

**Location:** Various Schools

**Hours:** 4 weeks / 6 weeks

**Salary:** \$21.40 per hour

**Closing Date:** June 12, 2013

**Posting #:** 98899, 96374, 96375

**EXAMPLE OF DUTIES:**

Plans kitchen workflow and determines priorities; schedules, assigns, oversees, and reviews work; establishes and maintains kitchen procedures; provides staff training and assistance; conducts or assists in conducting performance evaluations; acts as liaison with operating units, agencies, and outside officials regarding unit policies and procedures; may make recommendations on policies or standards; may prepare reports and correspondence; inspects and requisitions food and supplies; supervises the cleaning of kitchen and other food service areas and of equipment; may plan menus and be responsible for serving of meals; performs the full range of duties as outlined in the Cook specification; performs related duties as required.

**GENERAL KNOWLEDGE:**

Considerable knowledge of and ability to apply cooking principles and techniques on a quantity basis; considerable knowledge of institutional cooking methods; knowledge of health and safety requirements in food service; interpersonal skills; oral and written communication skills; ability to prepare menus and keep records; some supervisory ability.

**GENERAL EXPERIENCE:**

Three (3) years of experience in the preparation and cooking of food.

**SPECIAL REQUIREMENT:**

One (1) year of the General Experience must have been in the preparation of food on a quantity basis. **Note:** For State employees, the Special Experience will be interpreted at or above the level of Cook.

**PREFERRED EXPERIENCE:**

Food service experience in a school environment or in a setting with an adolescent population. The preferred candidate has also obtained certification in safe preparation and service of food or other appropriate documentation attesting to the applicant's knowledge of health and safety requirements in food service.

**PHYSICAL REQUIREMENT:**

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties. Candidates must be free from communicable diseases. A physical examination may be required.

**WORKING CONDITIONS:**

Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to risk of injury from equipment and utensils used in the kitchen.

**Note:**

1. The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.
2. The incumbent in this position will work only when school is in session and school lunch is served.

**APPLICATION INSTRUCTIONS:**

In addition to meeting the above requirements, candidates must submit the following information in order to be considered for this position.

1. Cover letter
2. Application for Employment (CT-HR-12), available online at <http://www.sde.ct.gov>.
3. Three (3) current professional references

**Howell Cheney Technical High School**

791 W. Middle Turnpike

Manchester, CT 06040

ATTN: Scott MacDonald

TEL: (860) 649-5396

FAX: (860) 649-5263

E-MAIL: [scott.macdonald@ct.gov](mailto:scott.macdonald@ct.gov)

**Vinal Technical High School**

60 Daniels Street

Middletown, CT 06457

ATTN: Sofia Gonzalez

TEL: (860) 344-7100

FAX: (860) 344-2622

E-MAIL: [sofia.gonzalez@ct.gov](mailto:sofia.gonzalez@ct.gov)

**Ella T. Grasso Technical High School**

189 Fort Hill Road

Groton, CT 06340

ATTN: Wendy Monk

TEL: (860) 448-0220

FAX: (860) 446-9895

E-MAIL: [wendy.monk@ct.gov](mailto:wendy.monk@ct.gov)

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Levy Gillespie

Equal Employment Opportunity Director/American with Disabilities Act Coordinator

State of Connecticut Department of Education

25 Industrial Park Road

Middletown, CT 06457

860-807-2101

[Levy.Gillespie@ct.gov](mailto:Levy.Gillespie@ct.gov)

(Coordinator for matters related to Affirmative Action/Equal Opportunity Employment and nondiscrimination policies and practices)

Beatrice Tinty

Education Consultant

Connecticut Technical High School System

25 Industrial Park Road

Middletown, CT 06457

860-807-2220

(Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)

U.S. Department of Education

Office for Civil Rights

5 Post Office Square, Suite 900  
Boston, Massachusetts 02109-3921  
617-289-0111  
fax number 617-289-0150  
TTY/TDD 877-521-2172  
(Matters related to race, color, national origin, age, sex and/or disability)

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